SPECIAL COLLECTIONS

1973-1974

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

The state of Special Collections at the end of fiscal 1973-74 is one of continued growth and well-being. Gifts of rare books and manuscripts have reached an all-time annual high of $608,265.40 in appraised or estimated value. Contributions from the Friends of the Columbia Libraries in dues and other funds have also reached an all-time high; and the keen interest of the Friends in our resources can be measured by the research quality of their gifts in kind.

The staff members of Special Collections are not only well qualified, but also highly motivated for the successful performance of their duties and the fulfillment of their responsibilities as librarians of valuable and unique research materials. Their devotion and dedication to the profession allows Special Collections to successfully fulfill its obligations to the scholarly community.

The state of the rare book market raises some questions. The most desirable rarities and prime manuscript collections have virtually disappeared from the open market. Individual "treasures" and high-spots may still be obtained, but at enormously inflated prices. The semi-rare and out-of-print book now receives the status of a rare book; the works of minor authors, the later editions of an author's works, the productions of minor presses, and the key books in a host of subject fields of lesser importance now fetch the prices that full-fledged rarities used to attract. In view of this changing market, library purchases must be made carefully and judiciously, and the librarian must be relentless in the search for the most appropriate acquisitions (whether by purchase or gift), keeping

in mind scholarly usefulness and the relationship of each book to the collection as a whole.

The rare book and manuscript collections at Columbia continue to provide graduate students and faculty with the research materials necessary for the successful completion of their essays, dissertations, periodical articles, studies and books. Publishers and authors sent copies of thirty-eight books and articles based wholly or in part on our unique holdings--a measure of the soundness of our acquisitions policies, the thoroughness of our reference services and our continuing rewarding relationships with donors, students and scholars.

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I. Summary of Year's Work

Collection Development and Maintenance

Gifts. During 1973-74 books and manuscripts received by gift have shown dramatic increases in both number and value. Donors have added 11,718 volumes and 549,490 manuscript items worth $608,265.40 in appraised or estimated value. This is the largest annual value of gifts ever recorded in Special Collections. Among the 132 separate donations are 31 collections of manuscripts and papers. The most outstanding book collection received was the Jack Harris Samuels Library, bequeathed by his mother Mrs. Mollie Harris Samuels. The 2800 volumes in this Library, spanning the field of English literature from the sixteenth to the twentieth centuries, bring

to the Libraries a major resource that complements and expands our literary holdings. The Samuels Library was described in an article in the February 1974 issue of the Columbia Library Columns. The major gifts of the past year were recorded in "Our Growing Collections" in each issue of the Columns. In addition to the Samuels Library, special mention may be made of the following noteworthy gifts: three Tennessee Williams play scripts from the Archons of Colophon, given in memory of Charles W. Mixer; the papers of Henri-Martin Barzun from Professor Jacques Barzun; nine signed first editions by Arthur Rackham, each with an original drawing, from Mr. and Mrs. Alfred C. Berol; the papers of Sir David Kemp Owen from Mrs. Elizabeth Owen Burger; the papers of Felix Adler from Professor Horace L. Friess; the Stanley H. Fuld Papers; the manuscript, drawings and printed edition of Rockwell Kent's The Golden Chain from Dr. Corliss Lamont; additions to the papers of the League of Women Voters of the City of New York; additions to the papers of W.W. Norton & Company; the Frankenhuis Collection of World War I Posters from the Adolph Oppenheim family; Medici Family letters and documents from Dr. Bernard L. Pacella; the papers of Edward Morse Shepard from Mrs. Edward Pulling; the Random House Library and additions to the Random House Papers, including the files of Eugene O'Neill, Gertrude Stein and Robinson Jeffers; the Wallace S. Sayre Papers from Mrs. Sayre; and the Tower Family Papers from Lawrence Phelps Tower.

Purchases. During the year we expended $45,344.37, of which $32,608.00 represented funds budgeted for the Division (including the binding and periodical allotments). The remaining $12,696.37 was donated to Special

Collections by individuals for specific purposes, or represents purchases made through funds generated by the sale of duplicate books. Purchased during the year were 230 books, 32 manuscripts and seven collections and groups of papers. A detailed breakdown by fund is given in Part III of this report.

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 1,476 items (including 1,049 posters) having a sale or exchange value of $10,362.50. Important letters and manuscripts of Allen Ginsberg, Philip Whalen and other literary figures were acquired by means of the Duplicates Fund.

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Posters by Maxfield Parrish. December 14, 1973 -- February 28, 1974

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Bibliographic Control

Printed Materials. The collections have been increased this year by the addition of 11,948 volumes through purchase and gift, the two largest acquisitions being the Samuels and Random House Libraries. Our arrearages (after deducting 3,106 volumes cataloged, 1,476 duplicates sold or exchanged and 394 volumes sent to other departments of the Libraries) have now risen to 63,391 (as compared with 56,419 on June 30, 1973). Because these arrearages are not recorded in the public catalog in 325 Butler, they represent a handicap to scholarship, for, in many cases, they are among our greatest rarities and are the only copies in the Libraries.

The total recorded holdings in printed materials, as of June 30, 1974, stand at 330,257 volumes. This figure does not include the arrearages of 63,785 volumes.

In our continuing program to absorb the collections transferred from the Brander Matthews Dramatic Museum in 1971, we have processed approximately 3,400 pieces of theatrical ephemera, including the identification and arranging of the collection of cabinet photographs. The following materials still await processing: the file of small photographs; American and English playbills; souvenir programs; and theatrical scrapbooks.

Manuscript Collections. The Library's holdings of manuscripts have been increased by the addition of 31 manuscript collections and numerous smaller groups of letters and papers, comprising 597,663 items. During the year 153,735 manuscripts were processed and 26,844 manuscripts and letters were individually cataloged.

The total recorded holdings in manuscripts, as of June 30, 1974, stand at 5,570,838 items in 746 separate and distinct collections.

Reference and Circulation Services

The statistics on the use of rare books and manuscripts in both Reading Rooms are as follows:

Rare Book and Manuscript Reading Room		Manuscript Collections and Archives Reading Room
Books	Manuscripts	Manuscripts
10,213	584	1,949,069

The use of manuscripts continues to mount each year. Use during 1972-73 stood at 1,572,402. The continuing increase in manuscript use places additional strain on the staff and facilities of the Manuscript Collections and Archives Reading Room, and consequently the staff is able to devote less time to the processing and cataloging of manuscripts. The list of unfinished manuscript projects grows each year, and the lack of registers and similar catalog records impedes full and efficient access by scholars to collections.

The number of reader visits for the past year are as follows:

Rare Book Reading Room	4,069
Manuscript Reading Room	1,649

The total number of reader visits, 5,718, represents the largest annual number of visits on record. It might be noted that, while fewer readers use the Manuscript Reading Room, their individual needs are demanding and complex, and their use is often extended over a long period of time.

It is well to note that 2,516 volumes of Oral History memoirs were also used during the year. Lectures were given by all members of the professional staff to graduate seminars on the use of rare books and manuscripts, and on our research holdings in specific areas, primarily English literature and American history. Eight hundred seventy-five reference and gift letters were written by members of the Division staff.

Operations

Our long-range project of shifting book and manuscript collections on Stacks 13 and 14, to make them more accessible to the two Reading Rooms,

has continued throughout the year. The majority of manuscript collections are now on Stack 14, and the four remaining book collections on Stack 14 are scheduled to be shifted to Stack 13 during the coming year. We continue to move to Stack 15 the least used and least valuable book and archival collections.

Work is now virtually completed on the compilation of a "Manual of Manuscript Cataloging Rules." All members of the staff involved in the cataloging of manuscripts have used it during the past year, and we have continued to make revisions and clarifications in the text and the examples.

Administration

The Division of Special Collections continues to run smoothly. The Assistant Librarian has been assigned new responsibilities, primarily in the areas of training and evaluation of clerical and professional staff. The Librarian for Rare Books and Manuscripts serves as Secretary-Treasurer of the Friends of the Columbia Libraries, which organization continues its generous and enthusiastic support through the publication of the Columns, gifts of books and manuscripts, dinner-meetings, the Bancroft Awards Dinner and contributions of dues and other funds for the purchase of important research materials. The financial report of the Friends will appear in the November issue of the Columns.

Looking to the future, a task force will be appointed in the fall to review the Special Collections organization in light of the new administrative structure of the Libraries.

Staffing and Training

The full-time professional and secretarial staff for Special Collections during the past year was as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Assistant Librarian, Special Collections	Bernard R. Crystal
Reference Librarian, Rare Books	Rudolph Ellenbogen
Reference Librarian, Manuscript Collections	Mary B. Bowling
Curator, Columbiana Library	Alice H. Bonnell
Exhibitions Assistant (part time)	Coman Leavenworth
Secretary	Lucile M. Maxwell

Two new librarians joined the staff, replacing Patricia DeGeorges and Eldon Jones. Rudolph Ellenbogen was appointed Reference Librarian, Rare Book Reading Room, on November 27, 1973, bringing to the position his experience as Assistant Librarian in the College Library and his literature background (he received an A.M. from New York University in 1968). Mary Bowling was appointed Reference Librarian, Manuscript Collections and Archives Reading Room, on February 25, 1974; her experience as a manuscripts assistant at the Western Reserve Historical Society was a useful background for her current responsibilities.

Miss Bonnell, Curator of Columbiana, will reach the age of 68 during the current fiscal year, and will consequently leave her present position on June 30, 1975. Because of Columbiana's complex holdings (books, manuscripts and memorabilia), its facilities as a reference center and museum for

University history, and its unique service to the Libraries' reference staff, alumni groups, University administration, students and visitors, it is highly desirable that a professional replacement be brought in to overlap with Miss Bonnell for at least three months, so that the new curator may thoroughly learn all the information files and the housing of the various materials.

II. Future Prospects

1. The lack of appropriate and adequate reading room facilities, storage facilities for out-sized and non-book materials, exhibition space and work space for librarians and assistants are the problems which most affect the course of our operations, and our image in the book-collecting and scholarly worlds. Since preliminary planning is now under way as regards the remodeling of Butler Library, it is not necessary at this time to do more than record our needs. The task force on space in Butler Library, on which the Librarian for Rare Books and Manuscripts served as a member, made specific recommendations.

2. During the coming year a review of the organization of Special Collections will be made. For the purposes of this review, it might be well to bear in mind the dual aspects, reference and bibliographical, of our Reference Librarians' responsibilities. As use grows and our resources in both rare books and manuscripts continue to develop in breadth and depth, it becomes necessary to consider the reference and bibliographical functions as separate and distinct, thereby

acknowledging the difficulty of successfully fulfilling both functions within a single position in either the rare book or the manuscript area.

3. The Curator of Columbiana will retire from her position on June 30, 1975, and it is our considered opinion that the Curator's position should be restored to full time, so that maximum and unrestricted use may be made of Columbiana by our students, administrative staff and visitors. Further, as stated elsewhere in this report, it is recommended that there be an overlap of three months so that the new curator may learn thoroughly the characteristics and complexities of the Library's numerous files, rooms, cabinets and catalogs.

4. Uncataloged printed books now number 63,391 volumes, and the lack of bibliographical control over these research materials, particularly their omission from the main public catalog on the third floor of Butler, represents a serious handicap to scholarship. The Houghton Library at Harvard University has five rare book catalogers on its staff, and Yale University, three; our need for additional book catalogers for Special Collections' materials continues to be pressing.

5. Mention has been made on page 8 of this report of a "Manual of Manuscript Cataloging Rules." The typewritten draft has now been used by members of the staff for a period of one year, and revisions and corrections have been made. It is recommended that the Manual be published in a limited edition of one hundred copies.

III. BOOK ORDER FUNDS
1973-74 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISAIS	MISCELLANEOUS	TOTAL
293	146 $4,617.94	14 $ 990.77	3 $4,943.00	2 $600.00		$11,151.71
297	14 $1,396.27	14 $1,607.75	3 $7,855.00		1 $100.00	$10,959.02
429						.00
482	9 $4,815.00					$ 4,815.00
483	5 $ 142.50					$ 142.50
484	8 $1,607.50					$ 1,607.50
497	24 $8,248.45					$ 8,248.45
533	20 $1,205.06	1 $3,000.00				$ 4,205.06
534		3 $2,588.13				$ 2,588.13
535	1 $ 300.00		1 $ 550.00			$ 850.00
536	3 $ 777.00					$ 777.00
	230 $23,109.72	32 $8,186.65	7 $13,348.00	2 $600.00	1 $100.00	$45,344.37

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in mind scholarly usefulness and the relationship of each book to the collection as a whole.

The rare book and manuscript collections at Columbia continue to provide graduate students and faculty with the research materials necessary for the successful completion of their essays, dissertations, periodical articles, studies and books. Publishers and authors sent copies of thirty-eight books and articles based wholly or in part on our unique holdings--a measure of the soundness of our acquisitions policies, the thoroughness of our reference services and our continuing rewarding relationships with donors, students and scholars.

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COLUMBIANA
Annual Report - 1973/74

I. Summary of the year's work

1) Development and maintenance of the Collection
A. Printed Materials

Acquisitions

The Columbiana Collection has been increased in 1973/74 by the addition of 91 volumes, 39 serials and 52 monographs catalogued, 51 additions to the duplicate collection and 25 to the Faculty off-print collection. Many phases of Columbia's history are represented in these acquisitions.

Cataloging and Indexing

182 volumes were catalogued in 1973/74, of which 39 volumes were serials. More cataloging time has been devoted to Columbiana materials this year, resulting in the virtual clearance of all cataloging backlog.

Xerox copies of Columbia-related articles clipped from the newspapers by the Journalism Library have again been the chief source of material to keep the Columbiana vertical file up-to-date. The daily received press releases and contributions of clippings from newspapers outside New York by Alumni serve to supplement these materials.

Some work has also been done this year on sorting and preserving materials from the files of the Alumni News and the Journalism Morgue, transferred to Columbiana many years ago. The files are very extensive but the materials contained in them are often unique and are valuable additions to the Columbiana files. Many years would be required to sort and process these files with the time now possible for staff to give.

B. Manuscripts and manuscript cpllections

Acquisitions

5 individual manuscripts were acquired during 1973/74. Among these are a document dated August 13, 1763 - receipt signed by Leonard Lispenard, treasurer of Kings College for the share of the estate of Joseph Murray willed to Kings College along with his law books.

Cataloging

No cataloging of manuscript materials has taken place this year.

Shorter hours and reduced staff have seriously cut down the amount of processing possible in Columbiana.

C. Other materials

Among the non-book, non-manuscript materials acquired in 1973/74 were 4 framed pictures of early campus views, 3 scrapbooks kept by students at Columbia College, 212 pieces of ephemera and memorabilia, and a bust in marble of Alexander Hamilton by Ceracci, the gift of Mrs. Alexander Hamilton. *see end.

III.

D. Binding

160 volumes were sent in 1973/74 to the Binding Department for portfolio boards and pamphlet binding. These were chiefly current acquisitions in need of protective covering. 102 volumes wefe received from the Binding Department during the year.

2) Bibliographic Control

The index to Columbia College today has been brought up to date as well as that of the honorary degrees granted at Columbia. The list of "missing books" was re-checked this year and a good number located, thus reducing the list. No full scale inventory is possible with present size staff.

3) Reference and Circulation

In 593 Reader Visits 1108 items were used in the Reading Room; 219 items were sent for intramural and extramural loan, in 1973/74. In addition to requests received in the Reading Room for information and reference assistance, many telephone and mail requests come daily. 169 reference letters were written during the year.

Chief among Columbiana's users are the officers of administration in Low Library, students and faculty of Columbia University, Office of Public Information, staff of Spectator, Columbian, Columbia Reports, etc. and the Alumni Federation office. Visitors for research have included: Susan and Ralph Brax, graduate students at the University of California, for materials on student protest in the 1930s at Columbia; Arthur Richmond, Professor of History at the U.S. Naval Academy, Annapolis, for Columbia involvement in the campaigns and

election of 1880; Sister Mary G. Waring, Marymount Convent, Salinas, Kansas, for material on professors and students of Columbia College involved in the Priestley Centennial of 1874; David Humphrey, ass't professor of history at Carnegie-Mellon University, Pittsburgh, to extend his study of King's College students and activities to Columbia College of 1784-1800; Charles Howlett, graduate student at the State University of N.Y. at Albany, for material on John Dewey and courses taught by him at Columbia; Dr. Barbara Graymount, Nyack College, for material on Daniel DeLeon and his Columbia affiliation; Howard Miller, ass't Professor, University of Texas for material on student unrest 1760-1830;.Donald R. Raichle, Professor of History, Newark State College, for material on Professor Franklin T. Baker; Father Salvatore Fink, St. Francis Church, for Nathaniel Fish Moore early photographs, especially the one possibly of Pierre L'Toussaint; Geraldine Arons, Queens College, for material on the architecture of the Columbia campuses, etc.

Intramural loans(210) were made chiefly to the officers of administration in Low Library and to the student publications. Extramural loans(9) were made chiefly to publishing firms.

4) Library Operations and Administration

a) Reduction of hours of service

For a second year Columbiana has operated on a 17½ hour week. This reduction in hours seems to have been accepted by readers without too much difficulty of adjustment. However the reduced schedule has curtailed considerably the amount of processing that can be done in Columbiana.

b) King's College Room

The King's College Room continues to please and interest visitors, though fewer have seen the Room as most of the tours take place in the afternoon when Columbiana is closed. Mr & Mrs Charles Johnson, descendents of Columbia's first and third presidents, visited the room this year and expressed great interest in the family memorabilia displayed.

c) Exhibitions

No major exhibitions have been undertaken this year, though materials have been contributed to those scheduled in the Rotunda.

d) Staff

Columbiana has operated for a second year on a 17½ hour week, with a staff consisting of the Curator and one general assistant. This amount of manpower is sufficient only for carrying on the day to day activities and makes no provision for processing, preservation and other special activities.

II. Future

It is again highly recommended that Columbiana be restored to full time operation with a full-time curator and at least one full time assistant. Urgently needed, among other things, is an inventory of the Collection, which is totally impossible under present circumstances.

It is also highly recommended that, since the Curator will next Spring reach the mandatory retirement age, and will presumably leave the University on June 30, 1975, that a successor be considered and hired at some time during the coming year so that he or she may work with the present curator in becoming acquainted with the Columbiana Collection. Needless to say, perhaps, such a person should have a background in American History and as much Columbia background as can be achieved.

Respectfully submitted

Alice H. Bonnell
Curator, Columbiana

*24 doctoral hoods and diplomas awarded, honoris causa, to Dr. Allan Nevins from as many colleges and universities. The gift of his widow.

COLUMBIANA
ANNUAL REPORT - 1973/74
Statistics

	1970/71	1971/72	1972/73	1973/74
Registered Readers.....	557	523	455	593
Visitors.....	2269	2354	1715	1640
Use in Reading Room.....	1500	1143	922	1108
Books.....	1141	945	715	763
Manuscripts.	190	56	22	36
Vertical file & pix.	169	142	85	285
Intramural use.....	226	113	346	210
Extramural use.....	24	1	18	9
Total use.....	1750	1257	1286	1327

Growth of Collections

A. Printed materials

New acquisitions cata.				
Books....	0	15	7	52
Serials..	56	52	52	39
New acquisitions uncata.	14	5	3	0
Duplicates.....	9	25	14	51
Faculty off-prints.....	17	300 ca.	15	25

B. Manuscripts

Individual manuscripts				
Books....	0	0	7	2
Letters..	50	15	8	3
Manuscript Collections..	2	1	0	0
Additions to ms. collec..	0	0	2	5

C. Other materials acquired

Framed pictures.....	10	10	0	4
Diplomas.....	7	12	0	0
Scrapbooks.....	2	33	4	3
Photographs.....	18	863	160	3
Memorabilia.....	2	204	38	212
Sculpture.....	0	0	0	1

Processing

A. Printed materials

Previous acquisitions cat.	62	183m 17s	59m	90m

	1970/71	1971/72	1972/73	1973/74
Sent to Cataloging.....	69	269m 25s	38m 9s	87m 9s
Sent to Binding.....	110	237	155	160
Received from Cataloging	122	198m 69s	66m 52s	143m 39s
Received from binding	100	193	189	102
B. Manuscripts				
Books.....	0	5	3	0
Letters.....	0	20	0	0
Manuscript Collections	6	2	0	0
Additions to ms collec	2	2	0	0
C. Others materials-processed...				
Framed pictures.....	5	4	12	6
Scrapbooks.....	1	2	5	3
Dept. Records.....	12	15	0	5
Admin. Records	0	13	0	1

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1973 TO JUNE 30, 1974
SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1973	Total Added	Total Withdrawn	Net Change	June 30, 1974
Humanistic and Historical Studies Center					
Browsing Room	3,920	61	-	61	3,981
Butler Library:					
Central Stacks	1,276,889	30,509	4,755	25,754	1,302,643
Theater Arts Collection	2,061	-	434	(434)	1,627
Graphic Arts Collection	11,667	248	-	248	11,915
Instructional Library:					
Burgess-Carpenter Library	139,594	5,192	2,436	2,756	142,350
College Library	54,207	241	213	28	54,235
Philosophy Library	13,090	266	59	207	13,297
Library Service Library	86,065	1,969	189	1,780	87,845
College Catalog Collection	136,585	-	-	-	136,585
Music Library	47,840	1,485	281	1,204	49,044
Paterno Library	20,258	421	8	413	20,671
Reference Collection	31,391	1,622	1,138	484	31,875
TOTAL: HUMANISTIC AND HISTORICAL STUDIES CENTER	1,823,567	42,014	9,513	32,501	1,856,068
Science and Engineering Information Center					
Biological Sciences Library	37,664	1,426	69	1,357	39,021
Chemistry Library	28,390	1,209	21	1,188	29,578
Computer Center Library	725	152	44	108	833
Geology Library	73,566	1,057	77	980	74,546
Geoscience (Lamont) Library	16,528	963	43	920	17,448
Mathematics Library	19,340	2,142	66	2,076	21,416
Monell (Engineering) Library	163,276	761	122	639	163,915
Physics Library	19,097	706	55	651	19,748
Psychology Library	22,286	689	9	680	22,966
Science Library	71,175	566	4	562	71,737
TOTAL: SCIENCE AND ENGINEERING INFORMATION CENTER	452,047	9,671	510	9,161	461,208
Social Science Center					
Business Library	292,327	4,239	1,560	2,679	295,006
Journalism Library	12,515	468	61	407	12,922
Lehman (International Affairs) Library	85,965	10,195	603	9,592	95,557
Social Work Library	86,986	2,939	188	2,751	89,737
TOTAL: SOCIAL SCIENCE CENTER	477,793	17,841	2,412	15,429	493,222
Distinctive Collections					
Avery Library	101,353	2,715	247	2,468	103,821
Fine Arts Library	47,661	6,754	35	6,719	54,380
Ware Library	3,624	143	20	123	3,747
East Asian Library	358,577	10,956	127	10,829	369,406
Health Sciences Library	324,274	5,900	5,332	568	324,842
Law and International Law Library	539,371	11,011	263	10,748	550,119
Special Collections	329,266	10,251	613	9,638	338,904
Columbiana	16,420	539	-	539	16,959
TOTAL: DISTINCTIVE COLLECTIONS	1,720,546	48,269	6,637	41,632	1,762,178
TOTAL CHANGE IN SIZE OF COLLECTIONS: STANDARD PRINTED MATERIALS	4,473,953	117,795	19,072	98,723	4,572,676

9/1/74

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1973 TO JUNE 30, 1974
SUMMARY SHEET: MICROFORMS

	MICROFILM REELS			MICROFICHES			MICROCARDS			MICROPRINTS			ALL MICROFORMS		
	Total 6/30/73	Net Added	6/30/74	Total 6/30/73	Net Added	6/30/74	Total 6/30/73	Net Added	6/30/74	Total 6/30/73	Net Added	6/30/74	6/30/73	Net Added	6/30/74
Humanistic & Historical Studies Center															
Microforms Reading Room	72,806	1,996	74,802	108,003	2,287	110,290	44,728	22	44,750	304,760	1,530	306,290	530,297	5,835	536,132
Music Library	811	17	828	0	0	0	3,957	0	3,957	0	0	0	4,768	17	4,785
Library Service Library	154	0	154	0	0	0	0	0	0	0	0	0	154	0	154
Paterno Library	6	0	6	0	0	0	0	0	0	0	0	0	6	0	6
TOTAL: HUMANISTIC & HISTORICAL STUDIES CENTER	73,777	2,013	75,790	108,003	2,287	110,290	48,685	22	48,707	304,760	1,530	306,290	535,225	5,852	541,077
Science & Engineering Information Center															
Biological Sciences Library	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
Chemistry Library	18	0	18	0	0	0	1,403	0	1,403	0	0	0	1,421	0	1,421
Computer Center Library	151	0	151	0	0	0	0	0	0	0	0	0	151	0	151
Geology Library	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
Geoscience (Lamont) Library	445	0	445	73	1	74	2,459	0	2,459	0	0	0	2,977	1	2,978
Mathematics Library	39	0	39	0	0	0	0	0	0	0	0	0	39	0	39
Monell (Engineering) Library	2,443	18	2,461	420,197	48,429	468,626	63,282	0	63,282	0	0	0	485,922	48,447	534,369
Physics Library	31	0	31	0	0	0	316	0	316	0	0	0	347	0	347
Psychology Library	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Science Library	138	4	142	0	0	0	0	0	0	0	0	0	138	4	142
TOTAL: SCIENCE & ENGINEERING INFORMATION CENTER	3,267	22	3,289	420,270	48,430	468,700	67,460	0	67,460	0	0	0	490,997	48,452	539,449
Social Science Center															
Business Library	1,113	524	1,637	13,745	4,631	18,376	43,122	0	43,122	0	0	0	57,980	5,155	63,135
Journalism Library	949	90	1,039	0	0	0	0	0	0	0	0	0	949	90	1,039
Lehman (International Affairs) Library	8,447	335	8,782	322	0	322	1,244	0	1,244	0	0	0	10,013	335	10,348
TOTAL: SOCIAL SCIENCE CENTER	10,509	949	11,458	14,067	4,631	18,698	44,366	0	44,366	0	0	0	68,942	5,580	74,522
Distinctive Collections															
Avery Library	74	0	74	1	0	1	0	0	0	0	0	0	75	0	75
Fine Arts Library	10	0	10	0	0	0	0	0	0	0	0	0	10	0	10
East Asian Library	4,793	934	5,727	0	0	0	0	0	0	0	0	0	4,793	934	5,727
Health Sciences Library	22	0	22	0	0	0	0	0	0	0	0	0	22	0	22
Law Library	1,027	10	1,037	434	32	466	17,000	0	17,000	32,767	0	32,767	51,228	42	51,270
Special Collections	403	0	403	0	0	0	0	0	0	0	0	0	403	0	403
Columbiana	151	0	151	0	0	0	0	0	0	0	0	0	151	0	151
TOTAL: DISTINCTIVE COLLECTIONS	6,480	944	7,424	435	32	467	17,000	0	17,000	32,767	0	32,767	56,682	976	57,658
TOTAL CHANGE IN SIZE OF COLLECTIONS: MICROFORMS	94,033	3,928	97,961	542,775	55,380	598,155	177,511	22	177,533	337,527	1,530	339,057	1151,846	60,860	1212,706

9/1/74

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION STATISTICS

JULY 1, 1973 TO JUNE 30, 1974

HUMANISTIC AND HISTORICAL STUDIES CENTER			
Butler Library (Central Stacks)		274,019	
Instructional Library:			
Burgess-Carpenter	52,780		
College	121,043		
Philosophy	4,464		
Total		178,287	
Library Service Library		42,610	
Music Library		73,793	
Paterno Library		3,355	
TOTAL: HUMANISTIC AND HISTORICAL STUDIES CENTER			572,064
SCIENCE AND ENGINEERING INFORMATION CENTER			
Biological Sciences Library		11,938	
Chemistry Library		9,482	
Geology Library		7,310	
Geoscience (Lamont) Library		3,268	
Mathematics Library		5,997	
Monell (Engineering) Library		17,676	
Physics Library		9,888	
Psychology Library		29,466	
Science Library		1,881	
TOTAL: SCIENCE AND ENGINEERING INFORMATION CENTER			96,906
SOCIAL SCIENCE CENTER			
Business Library		143,806	
Journalism Library		9,567	
Lehman (International Affairs) Library		19,577	
Map Room		366	
Social Work Library		52,111	
TOTAL: SOCIAL SCIENCE CENTER			225,427
DISTINCTIVE COLLECTIONS			
East Asian Library		33,209	
Medical Library		76,050	
Law Library		37,012	
Avery-Ware		6,893	
TOTAL: DISTINCTIVE COLLECTIONS			153,164
TOTAL CIRCULATION: COLUMBIA UNIVERSITY LIBRARIES:			1,047,561

9/1/74

Hollerith catalograph:

Bks. 2271

Serials 835

3106

327 151

330,257

11
600
335
57
51
5

1049
prints

66891
3106

63785

Non-Funds

1,000.
300.
1,000.
75,000.
9,000.
8150.
750.
25,000.
1,500.
100.
350.
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4300.
145.
40
250
850
4,887.50
150.
17,500.
2.50
35.
400.
75.

$201,072.25
407,193.15
$608,265.40

Funds

2,500.
7,500
10,000.
25,000
250.
35,000
1,515.
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2.20
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$407,193.15

Gifts

Non Friends (84 donors)

500.
50.
500.
500.
500.
250.
550.
1462.25
1500.
140.
1250.
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Friends (67 donors)

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Bkgs.

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136
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145
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23
295
2,800
32

11,718 vols & printed docs

Mss.

3,000
2,002
2,031
21,007
25,733
4075
1100
525
250
350
251
3205
9003
1512
3014
1026
257
64
64
200,175
3056
1510
25,068
1046
25,502
4,124
2090
224

1009
5000
20,000
2,181
75
4
12,250
510
60,000
2
666
21
1,005
80,000
25,000
200
303

549,490 mss. docs

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date July 2, 1974

To Division and Department Heads

Subject Annual Reports for 1973-74

This is again the time to request annual reports as a record of the principal accomplishments or problems of the past year, and a statement of any plans which you are making or which should be considered for the future.

As in the past, it would be helpful to have the reports structured uniformly, with the narrative portion presented as a somewhat informal checklist.

In general, the reports should be developed in three sections which summarize the year's work, look forward to the coming year, and provide a statistical base for additional analysis. After the title page with the name of the reporting unit, the individual who is submitting the report, and the period of the report, the structure should be as follows:

I. Summary of Year's Work

This is the narrative record of the year's activities. It should be a brief summary of accomplishments or problems for the year just ended, highlighting noteworthy events, progress or activities in the following areas as applicable:

- ✓ - Collection Development and Maintenance
- ✓ - Bibliographic Control
- ✓ - Reference and Circulation Services
- ✓ - Operations
- ✓ - Administration
- ✓ - Staffing or Training
- - Physical Environment
- - Equipment

II. Future Prospects

Here it is important to identify issues which will contribute to improved library performance. This section should be used to note major plans, opportunities, problems, desirable changes or needs for detailed study which should receive attention. The headings listed in the Summary of Year's Work or any other appropriate categories may be used to present these items.

III. Additional Reports

In this section, please include any statistical material, exhibits

or reports which will enhance the Annual Report. We will coordinate the preparation of the annual Circulation and Change in Size of Collections reports separately, so these need not be included.

Please send two copies of the report to the Planning Office, 309 Butler Library, by July 31, 1974. Where applicable, also send one copy to your Group Director through the appropriate Center or Division Head.

Jerome Yavarkovsky
Assistant University Librarian
for Planning

Balance July 1

2,318.50

Dep. 10,362.50

Total 12,681.00

Short 10,959.08

Balance 1,722.

Columbiana
MS Rubs

28

3) 21
360
5625
2480
850
365
62.50
10362.50

194906
157240
37666

9 h 1
324
123
243
891

WITHDRAWALS FROM
ARREARAGES
TO G&E

277
117
394

AVERY
(Samuels) 47

Fine Arts
(Samuels) 70

63,785
394
63391

BOOK ORDER FUNDS
1973-74 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	146 $4,617.94	14 $ 990.77	3 $4,943.00	2 $600.00		$11,151.71
297	14 $1,396.27	14 $1,607.75	3 $7,855.00		1 $100.00	$10,959.02
429						.00
482	9 $4,815.00					$ 4,815.00
483	5 $ 142.50					$ 142.50
484	8 $1,607.50					$ 1,607.50
497	24 $8,248.45					$ 8,248.45
533	20 $1,205.06	1 $3,000.00				$ 4,205.06
534		3 $2,588.13				$ 2,588.13
535	1 $ 300.00		1 $ 550.00			$ 850.00
536	3 $ 777.00					$ 777.00
	230 $23,109.72	32 $8,186.65	7 $13,348.00	2 $600.00	1 $100.00	$45,344.37

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1973-74 Annual Report Statistics

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536	3 $ 777.00					$ 777.00
	230 $23,109.72	32 $8,186.65	7 $13,348.00	2 $600.00	1 $100.00	$45,344.37

Special Collections
1973-74

The state of Special Collections at the end of fiscal 1973-74 is one of continued growth and well-being. Gifts of rare books and manuscripts have reached an all-time annual high of $608,265.40 in appraised or estimated value. Contributions from the Friends of the Columbia Libraries in dues and other funds have also reached an all-time high; and the keen interest of the Friends in our resources can be measured by the research quality of their gifts in kind.

The staff members of Special Collections are not only well qualified, but also highly motivated for the successful performance of their duties and the fulfillment of their responsibilities as librarians of valuable and unique research materials. Their devotion and dedication to the profession allows Special Collections to successfully fulfill its obligations to the scholarly community.

The state of the rare book market raises some questions. The most desirable rarities and prime manuscript collections have virtually disappeared from the open market. Individual "treasures" and high-spots may still be obtained, but at enormously inflated prices. The semi-rare and out-of-print book now receives the status of a rare book; the works of minor authors, the later editions of an author's works, the productions of minor presses, and the key books in a host of subject fields of lesser importance now fetch the prices that full-fledged rarities used to attract. In view of this changing market, library purchases must be made carefully and judiciously, and the librarian must be relentless in the search for the most appropriate acquisitions (whether by purchase or gift), keeping

in mind scholarly usefulness and the relationship of each book to the collection as a whole.

The rare book and manuscript collections at Columbia continue to provide graduate students and faculty with the research materials necessary for the successful completion of their essays, dissertations, periodical articles, studies and books. Publishers and authors sent copies of thirty-eight books and articles based wholly or in part on our unique holdings--a measure of the soundness of our acquisitions policies, the thoroughness of our reference services and our continuing rewarding relationships with donors, students and scholars.

. . . . . .

I. Summary of Year's Work

Collection Development and Maintenance

Gifts. During 1973-74 books and manuscripts received by gift have shown dramatic increases in both number and value. Donors have added 11,718 volumes and 549,490 manuscript items worth $608,265.40 in appraised or estimated value. This is the largest annual value of gifts ever recorded in Special Collections. Among the 132 separate donations are 31 collections of manuscripts and papers. The most outstanding book collection received was the Jack Harris Samuels Library, bequeathed by his mother Mrs. Mollie Harris Samuels. The 2800 volumes in this Library, spanning the field of English literature from the sixteenth to the twentieth centuries, bring

to the Libraries a major resource that complements and expands our literary holdings. The Samuels Library was described in an article in the February 1974 issue of the Columbia Library Columns. The major gifts of the past year were recorded in "Our Growing Collections" in each issue of the Columns. In addition to the Samuels Library, special mention may be made of the following noteworthy gifts: three Tennessee Williams play scripts from the Archons of Colophon, given in memory of Charles W. Mixer; the papers of Henri-Martin Barzun from Professor Jacques Barzun; nine signed first editions by Arthur Rackham, each with an original drawing, from Mr. and Mrs. Alfred C. Berol; the papers of Sir David Kemp Owen from Mrs. Elizabeth Owen Burger; the papers of Felix Adler from Professor Horace L. Friess; the Stanley H. Fuld Papers; the manuscript, drawings and printed edition of Rockwell Kent's The Golden Chain from Dr. Corliss Lamont; additions to the papers of the League of Women Voters of the City of New York; additions to the papers of W.W. Norton & Company; the Frankenhuis Collection of World War I Posters from the Adolph Oppenheim family; Medici Family letters and documents from Dr. Bernard L. Pacella; the papers of Edward Morse Shepard from Mrs. Edward Pulling; the Random House Library and additions to the Random House Papers, including the files of Eugene O'Neill, Gertrude Stein and Robinson Jeffers; the Wallace S. Sayre Papers from Mrs. Sayre; and the Tower Family Papers from Lawrence Phelps Tower.

Purchases. During the year we expended $45,344.37, of which $32,608.00 represented funds budgeted for the Division (including the binding and periodical allotments). The remaining $12,696.37 was donated to Special

Collections by individuals for specific purposes, or represents purchases made through funds generated by the sale of duplicate books. Purchased during the year were 230 books, 32 manuscripts and seven collections and groups of papers. A detailed breakdown by fund is given in Part III of this report.

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 1,476 items (including 1,049 posters) having a sale or exchange value of $10,362.50. Important letters and manuscripts of Allen Ginsberg, Philip Whalen and other literary figures were acquired by means of the Duplicates Fund.

Binding and Preservation. During the year, 139 volumes were bound by the commercial binder (compared with 279 volumes in 1972-73). A static binding allotment combined with rising prices has caused this reduction, although our needs in this area continue to be crucial. The Columbia bindery repaired and recased 229 volumes (compared with 393 volumes in 1972-73). Special Collections used 690 Gaylord pamphlet bindings for books with paper wrappers, unbound periodicals, leaflets and ephemera. Two hundred forty-six leather-bound volumes were lactated and oiled by general assistants on the staff.

Exhibitions. Our annual program of public exhibitions on the third floor of Butler Library has included the following exhibits:

American Women Authors: The Overbury Collection of Barnard College. May 29 -- September 26, 1973

Rarities for Research: Library Gifts 1973. October 1 -- December 12, 1973

Posters by Maxfield Parrish. December 14, 1973 -- February 28, 1974

The Random House Imprint. March 1 -- May 20, 1974

The Invisible Image: American Typefounding and the Printed Book, 1725-1900. May 21 -- September 15, 1974

In addition to the above, we mounted an exhibition of treasures from the Samuels Library in Low Memorial Library. The exhibition was opened with a reception on February 7, 1974, sponsored by the University Librarian and the Friends of the Columbia Libraries, and it remained on view until April 5, the day after the annual Bancroft Awards Dinner. Exhibits in the Rare Book Reading Room were changed on a monthly schedule, and were often keyed to class and seminar assignments in the Graduate Faculties and the School of Library Service.

Bibliographic Control

Printed Materials. The collections have been increased this year by the addition of 11,948 volumes through purchase and gift, the two largest acquisitions being the Samuels and Random House Libraries. Our arrearages (after deducting 3,106 volumes cataloged, 1,476 duplicates sold or exchanged and 394 volumes sent to other departments of the Libraries) have now risen to 63,391 (as compared with 56,419 on June 30, 1973). Because these arrearages are not recorded in the public catalog in 375 Butler, they represent a handicap to scholarship, for, in many cases, they are among our greatest rarities and are the only copies in the Libraries.

The total recorded holdings in printed materials, as of June 30, 1974, stand at 330,257 volumes. This figure does not include the arrearages of 63,785 volumes.

In our continuing program to absorb the collections transferred from the Brander Matthews Dramatic Museum in 1971, we have processed approximately 3,400 pieces of theatrical ephemera, including the identification and arranging of the collection of cabinet photographs. The following materials still await processing: the file of small photographs; American and English playbills; souvenir programs; and theatrical scrapbooks.

Manuscript Collections. The Library's holdings of manuscripts have been increased by the addition of 31 manuscript collections and numerous smaller groups of letters and papers, comprising 597,663 items. During the year 153,735 manuscripts were processed and 26,844 manuscripts and letters were individually cataloged.

The total recorded holdings in manuscripts, as of June 30, 1974, stand at 5,570,838 items in 746 separate and distinct collections.

Reference and Circulation Services

The statistics on the use of rare books and manuscripts in both Reading Rooms are as follows:

Rare Book and Manuscript Reading Room		Manuscript Collections and Archives Reading Room
Books	Manuscripts	Manuscripts
10,213	584	1,949,069

The use of manuscripts continues to mount each year. Use during 1972-73 stood at 1,572,402. The continuing increase in manuscript use places additional strain on the staff and facilities of the Manuscript Collections and Archives Reading Room, and consequently the staff is able to devote less time to the processing and cataloging of manuscripts. The list of unfinished manuscript projects grows each year, and the lack of registers and similar catalog records impedes full and efficient access by scholars to collections.

The number of reader visits for the past year are as follows:

Rare Book Reading Room	4,069
Manuscript Reading Room	1,649

The total number of reader visits, 5,718, represents the largest annual number of visits on record. It might be noted that, while fewer readers use the Manuscript Reading Room, their individual needs are demanding and complex, and their use is often extended over a long period of time.

It is well to note that 2,516 volumes of Oral History memoirs were also used during the year. Lectures were given by all members of the professional staff to graduate seminars on the use of rare books and manuscripts, and on our research holdings in specific areas, primarily English literature and American history. Eight hundred seventy-five reference and gift letters were written by members of the Division staff.

Operations

Our long-range project of shifting book and manuscript collections on Stacks 13 and 14, to make them more accessible to the two Reading Rooms,

has continued throughout the year. The majority of manuscript collections are now on Stack 14, and the four remaining book collections on Stack 14 are scheduled to be shifted to Stack 13 during the coming year. We continue to move to Stack 15 the least used and least valuable book and archival collections.

Work is now virtually completed on the compilation of a "Manual of Manuscript Cataloging Rules." All members of the staff involved in the cataloging of manuscripts have used it during the past year, and we have continued to make revisions and clarifications in the text and the examples.

Administration

The Division of Special Collections continues to run smoothly. The Assistant Librarian has been assigned new responsibilities, primarily in the areas of training and evaluation of clerical and professional staff. The Librarian for Rare Books and Manuscripts serves as Secretary-Treasurer of the Friends of the Columbia Libraries, which organization continues its generous and enthusiastic support through the publication of the Columns, gifts of books and manuscripts, dinner-meetings, the Bancroft Awards Dinner and contributions of dues and other funds for the purchase of important research materials. The financial report of the Friends will appear in the November issue of the Columns.

Looking to the future, a task force will be appointed in the fall to review the Special Collections organization in light of the new administrative structure of the Libraries.

Staffing and Training

The full-time professional and secretarial staff for Special Collections during the past year was as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Assistant Librarian, Special Collections	Bernard R. Crystal
Reference Librarian, Rare Books	Rudolph Ellenbogen
Reference Librarian, Manuscript Collections	Mary B. Bowling
Curator, Columbiana Library	Alice H. Bonnell
Exhibitions Assistant (part time)	Coman Leavenworth
Secretary	Lucile M. Maxwell

Two new librarians joined the staff, replacing Patricia DeGeorges and Eldon Jones. Rudolph Ellenbogen was appointed Reference Librarian, Rare Book Reading Room, on November 27, 1973, bringing to the position his experience as Assistant Librarian in the College Library and his literature background (he received an A.M. from New York University in 1968). Mary Bowling was appointed Reference Librarian, Manuscript Collections and Archives Reading Room, on February 25, 1974; her experience as a manuscripts assistant at the Western Reserve Historical Society was a useful background for her current responsibilities.

Miss Bonnell, Curator of Columbiana, will reach the age of 68 during the current fiscal year, and will consequently leave her present position on June 30, 1975. Because of Columbiana's complex holdings (books, manuscripts and memorabilia), its facilities as a reference center and museum for

University history, and its unique service to the Libraries' reference staff, alumni groups, University administration, students and visitors, it is highly desirable that a professional replacement be brought in to overlap with Miss Bonnell for at least three months, so that the new curator may thoroughly learn all the information files and the housing of the various materials.

II. Future Prospects

1. The lack of appropriate and adequate reading room facilities, storage facilities for out-sized and non-book materials, exhibition space and work space for librarians and assistants are the problems which most affect the course of our operations, and our image in the book-collecting and scholarly worlds. Since preliminary planning is now under way as regards the remodeling of Butler Library, it is not necessary at this time to do more than record our needs. The task force on space in Butler Library, on which the Librarian for Rare Books and Manuscripts served as a member, made specific recommendations.

2. During the coming year a review of the organization of Special Collections will be made. For the purposes of this review, it might be well to bear in mind the dual aspects, reference and bibliographical, of our Reference Librarians' responsibilities. As use grows and our resources in both rare books and manuscripts continue to develop in breadth and depth, it becomes necessary to consider the reference and bibliographical functions as separate and distinct, thereby

acknowledging the difficulty of successfully fulfilling both functions within a single position in either the rare book or the manuscript area.

3. The Curator of Columbiana will retire from her position on June 30, 1975, and it is our considered opinion that the Curator's position should be restored to full time, so that maximum and unrestricted use may be made of Columbiana by our students, administrative staff and visitors. Further, as stated elsewhere in this report, it is recommended that there be an overlap of three months so that the new curator may learn thoroughly the characteristics and complexities of the Library's numerous files, rooms, cabinets and catalogs.

4. Uncataloged printed books now number 63,391 volumes, and the lack of bibliographical control over these research materials, particularly their omission from the main public catalog on the third floor of Butler, represents a serious handicap to scholarship. The Houghton Library at Harvard University has five rare book catalogers on its staff, and Yale University, three; our need for additional book catalogers for Special Collections' materials continues to be pressing.

5. Mention has been made on page 8 of this report of a "Manual of Manuscript Cataloging Rules." The typewritten draft has now been used by members of the staff for a period of one year, and revisions and corrections have been made. It is recommended that the Manual be published in a limited edition of one hundred copies.

DA - CL
RE

CHECKLIST OF DATA NEEDED FOR 1973/74 ANNUAL REPORT

Colln Development & Maintainance

KAL 1. Gifts: No. of Donors | No. of Separate Gifts | No. of Volumes | No. of Mss.

84 (Non Friends) — $201,072.25
45 (Friends) — $407,193.15
Value of Gifts $608,265.40

11,718. 230 = 11,948

549,490.

JL-W 2. Purchases: No. of Items 230 vols Value

KAL 3. Duplicates: No. of 1,476. $10,362.50

DA 4. Binding: Commercial, No. of Vols. 139 Columbia, No. of Vols. 229

Gaylords, No. Used 690

RE 5. Lactating/Oiling: No. of Vols. 246

CL 6. Exhibits: List of Titles and dates shown — for KAL sent

Bibliographical Control

Catalog'g 1. No. of Vols Added

BC 2. Arrearages: No. of Vols Added .... Withdrawn

BC 3. Uncataloged Collns: No. of Slips typed for the Main Card Catalog

KAL 4. Total Recorded Holdings

BC 5. Special Projects: Samuels
RE Speech Lab Archives cards
Theatre Subjects
MBB Ms Cataloging Rules

6. Ms. Collns: KAL No. of New Collns Added — KAL No. of items added

No. of Mss. Processed MBB — No. of Mss. Cataloged MBB

KAL 7. Total Recorded Holdings of Mss. (including total no. of collns) 37 new colls.

Reference and Circulation

MBB 1. No. of Ms. Used:

RE 2. No. of Books Used: RE/KAL Estimate of Reference Use (i.e. Ms. Catalogs & Incunabula Catalogs)

RE 3. No. of Reader Visits: Rare Bk Room 4,069

MBB 4. No. of Reader Visits: Ms. Room 1,649 5718

KAL 5. No. of Items lent for Exhibitions off p remises To Whom Lent

STAFF 6. Lectures (See Activities Sheets for PD, ELJ, RE, MBB, RE)

Operations

BC 1. Shifting, Stack 12, 13, 14 (Book Collns) Dissns.

BC 2. Shifting and Labeling of Ms. Collns (Stack 14, 15)

BC 3. Lack of Sufficient Hours Given by B & G to cleaning Stack 14

KAL Future

1. Lack of appropriate physical facilities
2. Need for another librarian, especially for mss.
3. Need for more cataloging time
4. New edition of Ms. Collns
5. Publishing Ms. Cataloging Rules for Modern mss & archives collns
6. Storage facilities for non-bk and non-mss. materials, i.e., art works, maps, posters, & other oversized materials

MBB

CHECKLIST OF DATA NEEDED FOR 1973/74 ANNUAL REPORT

Colln Development & Maintainance

KAL 1. Gifts: No. of Donors No. of Separate Gifts No. of Volumes No. of Mss.

Value of Gifts

JL-W 2. Purchases: No. of Items Value

KAL 3. Duplicates: No. of

DA 4. Binding: Commercial, No. of Vols. Columbia, No. of Vols.

Gaylords, No. Used

RE 5. Lactating/Oiling: No. of Vols.

CL 6. Exhibits: List of Titles and dates shown

Bibliographical Control

Catalog'g 1. No. of Vols Added

BC 2. Arrearages: No. of Vols Added .... Withdrawn

BC 3. Uncataloged Collns: No. of Slips typed for the Main Card Catalog

KAL 4. Total Recorded Holdings

BC 5. Special Projects: Samuels
RE Speech Lab Archives cards
MBB Theatre Subjects
Ms Cataloging Rules

Frankenheimer Posters

6. Ms. Collns: KAL No. of New Collns Added — KAL No. of items added

No. of Mss. Processed 153,735 — No. of Mss. Cataloged 26,844 — Oral History 210

KAL 7. Total Recorded Holdings of Mss. (including total no. of collns)

2,516 - ORAL HISTORY
1,949,069 - INDIV. READERS
444 - Columbia Filled
134 - ILL
584 - BOOK MANUSCRIPTS
* - from REP tally

Reference and Circulation

MBB 1. No. of Ms. Used: Oral Histy (separate count)

RE 2. No. of Books Used: RE/KAL Estimate of Reference Use (i.e. Ms. Catalogs & Incunabula Catalogs)

RE 3. No. of Reader Visits: Rare Bk Room

MBB 4. No. of Reader Visits: Ms. Room 1649

KAL 5. No. of Items lent for Exhibitions off p remises To Whom Lent

STAFF 6. Lectures (See Activities Sheets for PD, ELJ, RE, MBB, RE)

Operations

BC 1. Shifting, Stack 12, 13, 14 (Book Collns) Dissns.

BC 2. Shifting and Labeling of Ms. Collns (Stack 14, 15)

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KAL

Future

1. Lack of appropriate physical facilities
2. Need for another librarian, especially for mss.
3. Need for more cataloging time
4. New edition of Ms. Collns
5. Publishing Ms. Cataloging Rules for Modern mss & archives collns
6. Storage facilities for non-bk and non-mss. materials, i.e., art works, maps, posters, & other oversized materials

TOTAL
875

86 - July

92 - August

59 - September

66 - October

76 - November

82 - December

72 - January

73 - February

49 - March

79 - April

70 - May/June - 71

Dry Files 73-74

	BOOKS				MS					SERVICE UNITS		
	IND. RD.	COLUMBIA FILES	MA & LIB	BOOK MS	IND. RDRS	COLUMBIA FILES	MA & LIB	ORAL HIST	BOOKS	BOOK MS	MS
7	936	8	0	45	330,002	4	0	439	27		420
9	456	1	0	49	386,945	12	2	212	115		1311
9	431	43	0	43	165,019	89	2	211	20		630
10	1152	20	3	48	46,112	9	41	151	47		247
11	1391	78	9	34	94,751	4	29	166	47		1836
12	736	88	0	39	109,203	27	2	98	54		803
1	645	31	1	32	86,678	13	10	185	62		2018
2	1077	24	6	60	184,455	68	3	188	17		3548
3	1094	19	0	38	180,354	22	7	195	47		914
4	1031	57	10	44	100,215	8	36	313	78		605
5	854	233	0	133	129,966	8	1	136	126		524
6	410	10	0	19	135,369	180	1	222	39		948
			29								
38	19213	620	(exhibits) 29	504	1,949,069	494	134	2516	(photo) 679		(photo) 13,804

LIBRARIANS' SPECIAL ACTIVITIES RECORD SHEET 1973/74 Academic Year

Lectures, tours; Exhibitions and loans; Staff Development Committee programs; Professional and academic conferences; Other activities.	DATE & INITIAL
Lecture to beginning Masters Candidates: English	Sep 14&17 PD
Preparation of Med. & Renn. Mss. for Prof. Branners Summer School Seminar	Aug 17 PD
Preparation of Smith Instruments for loan to the Jewish Museum	Sep 21 PD
Lecture to Prof. Burton's M.A. seminar(English, 19th Cent) Sp. Coll. & Ruskin	Nov. 16 PD
Preparation of books for Prof. Rice's seminar (held in Plimpton Rm)	Oct 30 Nov 13 PD
Preparation of mss & bks for Prof. Somerville's seminar (held in 654)	Dec. 18 PD
Lecture to Freshman seminar (3 hours in Reference Room)	Oct. RE
Tour and Lecture to Afro-American Seminar	July RE
Butler Library tours to incoming students	Sept RE
Seminar on preservation	May 24 RE

EXHIBITS IN THE RARE BOOK AND MANUSCRIPT READING ROOM

Oct. 1972: OFFICINA BODONI PRESS: Oedipus Rex

Nov. 1972: Cornelius Rea Agnew

Dec. 1972: Charles Dickens: A Christmas Carol

Jan. 1973: Mark Van Doren

Feb. 1973: Hubert Knickerbocker

Mar. 1973: The Divine Sarah: Sarah Bernhardt

Apr. 1973: Copernicus

May 1973: Ogden Rood
June-July " " (held over because of vacation schedules)

Aug. 1973: Children Periodicals: recent gifts from Dr. Henne

Sep. 1973 " " (held over)

Oct. 1973 George Gershwin
Nov. 1973 " "

Dec. 1973 The HammerCreek Press (held over)

Feb. 1974 Arthur Rackham: recent additions to colln of original drawings

Mar-Apr 1974 Ziegfield Folies sketches by J. Urban

May 1 - 17 F. Scott Fitzgerald: (Random House)

May 20 - June 28 Exhibit for Mrs. Thompson's SLS Manuscripts Course

1. Pythagorean Tablet; Papyrus P. Col. 83 (272)
2. Plimpton Mss. 33, 49, 53, 54
3. Plimpton Mss. 21, 124, 130, 165
4. Plimpton Mss. 24, 210, 215, 271, 277; Phoenix BP 096 F
5. Oriental Mss- Cancelled
6. Plimpton ms 296, Plimpton 092 1743 B47 F, Plimpton 095 1522 196, Margaret Adams - Churchill, Calligraphy 1, SpMsColl Whalen- Alfred J. Fairbank to Philip Whalen

BOOK ORDER FUNDS
1973-74 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	146 $4,617.94	17 $ 990.77	3 $ 4,943.00	2 $ 600.00		$11,151.71
297	14 1,396.27	14 1,607.75	3 7,855.00		1 $ 100.00	10,959.02
458						
429						
482	1 4,815.00					4,815.00
483	5 142.50					142.50
484	8 1,607.50					1,607.50
497	24 8,248.45					8,248.45
533	20 1,205.06	1 3,000.00				4,205.06
534		3 2,588.13				2,588.13
535	1 300.00		1 550.00			850.00
536	3 777.00					777.00
	230 29,091.12	22 8,186.65	7 13,348.00	2 600.00	1 100.00	51,325.77

23,109.72
8,186.65
13,348.00
600.00
100.00
45,344.37

11,151.71
10,959.02
4,817.00
142.50
1,607.50
4,248.45
4,207.06
2,558.13
850.00
777.00
45,344.37

General Fund

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	56 $1,902.94	8 T. Williams - 3 Greene - 2, Ginsberg Kent Waugh $454.77	3 $4,943.00			$ 7,300.71
August	5 $ 84.75					$ 84.75
September	52 $1,467.50	1 $ 17.50				$ 1,485.00
October	16 $ 455.00	2 Orlovsky Ginsberg $ 21.00				$ 476.00
November	4 $ 45.25	1 $ 35.00				$ 80.25
December	2 $ 120.00			1 $500.00		$ 620.00
January	3 $ 205.00	2. $462.50				$ 667.50
February	2 $ 45.00					$ 45.00
March	2 $ 90.00					$ 90.00
April	3 $ 147.50					$ 147.50
May	1 $ 55.00			1 $100.00		$ 155.00
June						
	146	14	3	2		
TOTALS	4,617.94	990.77	4,943.00	600.00		11,151.71

115 19 5 2 12
6,087.42 3,858.25 2,470.00 706.80 194.70 13,317

Allocation: $ 10,473.
Binding: $ 4,500
Purchase: $ 500.

$600. to to cover shortage

Duplicates

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July		6 Fuller, Greene, Burroughs, Whalen, Auden $1,090.25				$ 1,090.25
August						—
September	5 $557.15					$ 557.15
October	4 $267.50	4 Hunter, Williams, Greene $ 245.00			1 Faulkner broadside $100.00	$ 612.50
November	2 $126.62					$ 126.62
December			1 Sinclair $6,500.00			$6,500.00
January						—
February			1 Whalen — [illegible] $425.00			$ 425.00
March	1 $ 40.00	4 Greene (2), [illegible], Lehman $272.50				$ 312.50
April	1 $265.00		1 Camden Festival 1969-70 $930.00			$1,195.00
May	1 $140.00					$ 1 0.00
June						
	14	14	3		1	32
TOTALS	1,396.27	1,607.75	7,855.00		100.00	10,959.02

1973/3 50 1,584.95 12 4,480.00 6 4,685.00 1 175.00 1 150.00 11,274.95

Balance on Aug. 1, 1973: $ 2,318.50

11,715

365

12,080 (as of end of F.Y. 74)

9,624

2456

265

2,191

2 2
105
5675
225
2350
980
37
25

9397
2318

11715
8886

2829 balance
on Jan 15 '74

Paul Hanley

Books and Serials Gift

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
						—
TOTALS						

19743 5 236.50 6 735.00 971.50

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
TOTALS						

1972/3 $29,000 $29,000

Allocation: 0

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						
August						—
September	3 $990.00					$ 990.00
October	2 $2,175.00					$2,175.00
November						—
December						—
January						—
February	1 $250.00					$ 250.00
March	3 $1,400.00					$1,400.00
April						—
May						—
June						
						—
	9					
TOTALS	4,815.00					4,815.00

1972/73 12 5,620.50 5,620.50

Allocation: $ 4,617.

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	5 $142.50					$ 142.50
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
	5					
TOTALS	142.50					142.50

1972/3 171.00

171.00

Allocation: $143.

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	3 $262.50					$ 262.50
August	2 $220.00					$ 220.00
September	2 $425.00					$ 425.00
October	1 $700.00					$ 700.00
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
	8					
TOTALS	1,607.50					1,627.50

1972/3 1,730.63 1,730.63

Allocation: $1,472.

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	20 $ 6,918.45					$ 6,918.45
August						—
September	2 $ 805.00					$ 805.00
October	2 $ 525.00					$ 525.00
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
	24					
TOTALS	6,248.45					8,[illegible]

1972/3 " 5,200.00 5,200.00

Allocation: $7,714.

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August	19 $105.06					$105.06
September		1 Ricen $3,000.00				$3,000.00
October						—
November						—
December						—
January						—
February						—
March						—
April	1 Kent $1,100.00					$1,100.00
May						—
June						
						—
	20	1				
TOTALS	1,205.06	3,000.00				4,2[illegible]

1972/3 2 325.00 1 200.00 525.00

Friends Endowment

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July		2 Milne, Bluedorn (3 items) $1,488.13				$1,488.13
August						—
September						—
October						—
November		1 Beardsley $1,100.00				$1,100.00
December						—
January						—
February						—
March						—
April						—
May						—
June						
		3				
TOTALS		2,588.13				2,588.13

1972/3 15 1,885.00 1 75.00 10 126.00 2,086.00

Allocation: $2,562.

Miscellaneous Gifts

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January						—
February			1 Whaley - <see above 497> $550.00			$ 550.00
March						—
April	1 Many Hard Mountains $300.00					$ 300.00
May						—
June						
TOTALS	300.00		550.00			$850.00

1972/3 3,500.00 1,300.00 1,350.00 $6,150.00

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 $500.00					$ 500.00
August						—
September	1 $127.00					$ 127.00
October						—
November						—
December						—
January						—
February						—
March						—
April	1 Lipins $150.00					$ 150.00
May						—
June						
	3					
TOTALS	777.00					$627.00

1972/3 1,672.00

627.00
+ 150.00
777.00

Allocation: $627.

(1973) — 1,672.00

April 4, 1974

Mrs. Helen Selesky

Check for $1,100 from Dr. Corliss Lamont
for purchase of The Golden Chain by Rockwell Kent

Attached herewith is a check from Dr. Corliss Lamont in the amount of $1,100, and a transmittal of funds form depositing this amount in the Friends income account 0311-501-5763.

Please transfer this amount into the Friends of the Libraries Books subaccount 533.

Kenneth A. Lohf
Librarian for Rare Books
and Manuscripts

KAL:cm

enclosures

February 5, 1974

Mrs. Helen Selesky

Check for $550.00 from the Archons of Colophon
for the purchase of 3 play scripts by Tennessee Williams

Attached herewith is a check from Louis A. Rachow for the Archons of Colophon, in the amount of $550.00, and a transmittal of funds form depositing this amount in the Books & Serials Gift account (0311-501-5278).

Please transfer this amount into the Miscellaneous Gifts sub-account No. 535.

Kenneth A. Lohf
Librarian for Rare Books
and Manuscripts

KAL:cm

enclosures

February 5, 1974

Mrs. Helen Selesky

Check for $550.00 from the Archons of Colophon
for the purchase of 3 play scripts by Tennessee Williams

Attached herewith is a check from Louis A. Rachow for the Archons of Colophon, in the amount of $550.00, and a transmittal of funds form depositing this amount in the Books & Serials Gift account (0311-501-5278).

Please transfer this amount into the Miscellaneous Gifts sub-account No. 535.

Kenneth A. Lohf
Librarian for Rare Books
and Manuscripts

KAL:cm

enclosures

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date 10/18/73

To Mr. Lohf.

Subject 1973-74 Fund allocations

The attached trial balance sheet represents activity from July 1 to October 16, 1973 on your Books, Serials and Binding accounts.

Preliminary allocations have now been entered for general income funds and some gift and endowment accounts. Some adjustments to allocations may be made when Mr. Kemp returns and has a chance to review the funds, but this should give you a working picture of your budget for the 1973-74 fiscal year.

The itemized statements for individual funds will be produced and distributed at the end of the month, as usual.

Fred L. Trickey
Supervisor
Data Control Dept.

COLUMBIA UNIVERSITY LIBRARIES — TRIAL BALANCE — FOR PERIOD ENDING: OCTOBER 16, 1973

SPECIAL COLLECTIONS

FUND	ACCOUNT NO.	NAME OF ACCOUNT	BALANCE	ALLOCATION	INCOME	EXPENDITURE	ENCUMBRANCE
293	51083700005	SPECIAL COLLECTIONS BOOKS	3,152.69CR	10,473.00CR	33.50CR	7,346.31	7.50
294	51083700005	SPEC. COLL. PERIODICALS	342.50CR	500.00CR	.00	157.50	.00
297	51083704068	SPEC. COLL. DUPLICATES FUND	1,495.78*	.00	1.00CR	1,495.78	1.00
429	51083701595	EPSTEIN FUND	.00*	.00	1.00CR	.00	1.00
482	51083701341	SMITH FUND	4,617.00CR	4,617.00CR	47.00CR	.00	47.00
483	51083701552	STRASSBURGER FUND	143.00*	143.00	1.00CR	.00	1.00
484	51083701541	ULMANN FUND	988.40CR	1,472.00CR	1.00CR	483.60	1.00
497	51083701418	LODGE FUND	802.25CR	7,714.00CR	1.00CR	6,911.75	1.00
533	51083705763	FRIENDS OF LIBRARIES BOOKS	2,894.66CR	.00	3,001.00CR	105.34	1.00
534	51083701987	FRIENDS ENDOWMENT	1,105.50CR	2,562.00CR	1.00CR	1,456.50	1.00
535	51083705278	MISCELLANEOUS GIFTS	1.00*	.00	5.00CR	6.00	.00
536	51083701881	ENGEL FUND	127.00CR	627.00CR	1.00CR	500.00	1.00
1293	51083700005	SPECIAL COLLECTIONS BINDING	3,492.95CR	4,500.00CR	.00	1,007.05	.00

CR - CREDIT BALANCE
* - DEBIT BALANCE

	1973/74	74/75
Ullman	1,472	
Straus	143	
Smith	4,617	
Lodge	7,714	
Friends (under)	2,562	
Engel	627	
Epstein	—	
293	ca. 15,000	

Lodge

	460.00
	350.00
	270.00
	225.00
	420.00
	165.00
	400.00
	450.00
	420.00
	325.00
	205.00
	275.00
	275.00
	175.00
$	4,530.00

	120.00
	20.00
	160.00
$	[illegible] *

	495.00
	25.00
	165.00
$	[illegible] *

	215.00
	85.00
$	[illegible] *

Book Order Funds

293	General fund
4-293	Bancroft
294	Spec.Coll.periodicals
297	Duplicates fund
340	General Library
350	Gen.Lib.Reserve fund
358	General & Memorial Gift
400	Bancroft (Gen.Lib.)
429	Epstean
450	Kevorkian
482	Smith
483	Strassburger
484	Ulmann
487	Lodge
533	Friends
536	Engel

September 5, 1973

Fred Trickey, Data Control

Change in Fund no.

Re: Order no. 305508A

Blunden, Edmund. Series of Letters, and Annotated copy of his Undertones of War.

Dealer: Winifred A. Myers Ltd.

Through our error these letters were charged to Fund 536. They should have been charged to Fund 534. Will you make the necessary changes?

Thank you

Kenneth A. Lohf
Librarian for Rare Books
and Manuscripts

Scott - 5/12/72

ACTIVITY

OFFICE OR ITEM	INCUMBENT	TOTAL SALARY OR EXPENSE 1972-73 BUDGET	1971-72 BUDGET	1970-71 ACTUAL	1972-73 BUDGET BY TYPE AND SOURCE GENERAL INCOME	RESTRICTED INCOME ENCUMBRANCE	GIFTS	RECEIPTS	REMARKS
SPECIAL COLLECTION-COLUMBIANA									
CENTRAL SERVICES									
21 S738205O1	634240 01								
ASST DIRECTOR OF LIBS FOR SPECIAL COLLECTIONS	MIXER, CHARLES W								
41 S738205O1	1418								
21 S738205I0	174560 07								
CURATOR OF COLLECTIONS & ASST LIBRARIAN									
41 S738205I0	1158								
21 S738205I5	288625 07								
REFERENCE LIBRARIAN	CRYSTAL, BERNARD R								
21 S738205I0	484578 07								
REFERENCE LIBRARIAN	JONES, SLOCK								
21 S738205I5	285070 07								
REFERENCE LIBRARIAN	DEGEORGIS, PATRICIA								
21 S738205I0	559645 07								
LIBRARIAN FOR RARE BOOKS & MSS	LOHF, KENNETH								
21 S738215O0	31								
STAFF SALARIES	(7)								
21 S738270O0	66								
BOOKS PERIODICALS & BINDING		32,603	32,608						
42 S738270O1	1595								
43 S738270O0	1341								
44 S738270O0	1552								
45 S738270O0	1541								
46 S738270O0	1418								
47 S738270O0	1881								
52 S738270O0	5763								

12,486 - 4,510 - 500

17,986 - binding - periods; approvals

Encum 4,510; 750; +195

525			EPSTEIN
5,668	−1,006		SMITH G E
171	— 89		STRASSBURGER
1,525	— 1		LEIMAN E
5,190	−2,209		LODGE G
1,443	— 876		EAGEL S
	100		FRIEND GIFT

COLUMBIA UNIVERSITY

REQUEST FOR APPROPRIATION FROM A RESTRICTED FUND ACCOUNT FOR FISCAL _____

DATE _____

☐ APPROPRIATION

SCHOOL, OFFICE, OR DEPARTMENT _____

AUTHORIZED SIGNATURE _____

☐ REVERSAL-GIVE ORIGINAL BUDGET CONTROL NO. _____

REQUESTED BY _____

_____
DEAN OF SCHOOL

APPROPRIATE $_____ FROM THE ☐ GIFT, ☐ RECEIPT, OR ☐ ENDOWMENT
(CHECK ONE)

TITLED _____

TO BE USED FOR: _____

ACCOUNT NO.	ACTIVITY	GIFT, RECEIPT, ENDOWMENT NO.
0311		
0312		

WITHIN THE FOLLOWING FUNCTION (CHECK ONE):

☐ INSTRUCTIONAL SALARIES ☐ SCHOLARSHIPS AND FELLOWSHIPS

☐ SUPPORTING SERVICES ☐ OTHER _____
FUNCTION TITLE.

☐ RESEARCH

← FOR BUDGET USE ONLY →

TYPE OF EXPENDITURE	AMOUNT	FRINGE	EXPENDITURE ACCOUNT NUMBER	"X" IF NEW ACCOUNT
OFFICER'S SALARIES	$	$		
CLERICAL SALARIES				
SALARIES OF TECHNICIANS				
TRAVEL				
RESEARCH EXPENSES			-3070-	
OTHER (DESCRIBE)				
REGISTERED STUDENTS			-7210-	
FACULTY AND NON-STUDENTS			-7410-	
OTHER (DESCRIBE)				
TOTAL	$	$		

FOR USE OF BUDGET OFFICER

☐ APPROPRIATION ☐ BUDGET ENTRY

☐ REVERSAL

NEW FUNCTION _____
TITLE

BUDGET CONTROL NO. _____

BUDGET OFFICER'S SIGNATURE _____ DATE _____

4M-5/70

NOTE: Send this form to Budget Officer and retain last copy for your records.
IF RESTRICTED FUND IS OVERDRAWN, FILL IN EXPLANATION ON REVERSE SIDE.

DEAN OF SCHOOL

COLUMBIA UNIVERSITY

REQUEST FOR APPROPRIATION FROM A RESTRICTED FUND ACCOUNT FOR FISCAL 1973

SEE INSTRUCTIONS ON REVERSE SIDE

DATE October 3, 1972

☐ APPROPRIATION

SCHOOL, OFFICE, OR DEPARTMENT The Libraries

AUTHORIZED SIGNATURE Helen D. Lee

☐ REVERSAL-GIVE ORIGINAL BUDGET CONTROL NO. _____

REQUESTED BY _____

DEAN OF SCHOOL

APPROPRIATE $ 1,850.- FROM THE ☐ GIFT, ☐ RECEIPT, OR (CHECK ONE) ☐ ENDOWMENT.

TITLED Friends of the Libraries

TO BE USED FOR: Books, journals and binding

ACCOUNT NO. 0311 / 0312

ACTIVITY	GIFT, RECEIPT, ENDOWMENT NO.
501	1987

WITHIN THE FOLLOWING FUNCTION (CHECK ONE):

☐ INSTRUCTIONAL SALARIES ☐ SCHOLARSHIPS AND FELLOWSHIPS

☐ SUPPORTING SERVICES ☐ OTHER _____ FUNCTION TITLE.

☐ RESEARCH

← FOR BUDGET USE ONLY →

TYPE OF EXPENDITURE	AMOUNT	FRINGE	EXPENDITURE ACCOUNT NUMBER	"X" IF NEW ACCOUNT
OFFICER'S SALARIES	$	$		
CLERICAL SALARIES				
ALARIES OF TECHNICIANS				
RAVEL				
ESEARCH EXPENSES			-3070-	
OTHER (DESCRIBE)				
Books, Journals and Binding	1,850.-		501-8270-1987(new)	X
EGISTERED STUDENTS			-7210-	
ACULTY AND NON-STUDENTS			-7410-	
THER (DESCRIBE)				
TOTAL	$	$		

☐ APPROPRIATION ☐ REVERSAL ☐ BUDGET ENTRY

FOR USE OF BUDGET OFFICER

NEW FUNCTION _____ TITLE

SET TROL O. _____

BUDGET OFFICER'S SIGNATURE _____ DATE _____

'70

NOTE: Send this form to Budget Off...

COLUMBIA UNIVERSITY

REQUEST FOR APPROPRIATION FROM A RESTRICTED FUND ACCOUNT FOR FISCAL _____

DATE _____

☐ APPROPRIATION

SCHOOL, OFFICE, OR DEPARTMENT _____

AUTHORIZED SIGNATURE _____

☐ REVERSAL-GIVE ORIGINAL BUDGET CONTROL NO. _____

REQUESTED BY _____

_____
DEAN OF SCHOOL

APPROPRIATE $_____ FROM THE ☐ GIFT, ☐ RECEIPT, OR ☐ ENDOWMENT
(CHECK ONE)

TITLED _____

TO BE USED FOR: _____

ACCOUNT NO.	ACTIVITY	GIFT, RECEIPT, ENDOWMENT NO.
0311		
0312		

WITHIN THE FOLLOWING FUNCTION (CHECK ONE):

☐ INSTRUCTIONAL SALARIES
☐ SCHOLARSHIPS AND FELLOWSHIPS
☐ SUPPORTING SERVICES
☐ OTHER _____
FUNCTION TITLE.
☐ RESEARCH

← FOR BUDGET USE ONLY →

TYPE OF EXPENDITURE	AMOUNT	FRINGE	EXPENDITURE ACCOUNT NUMBER	"X" IF NEW ACCOUNT
OFFICER'S SALARIES	$	$		
CLERICAL SALARIES				
SALARIES OF TECHNICIANS				
TRAVEL				
RESEARCH EXPENSES			-3070-	
OTHER (DESCRIBE)				
REGISTERED STUDENTS			-7210-	
FACULTY AND NON-STUDENTS			-7410-	
OTHER (DESCRIBE)				
TOTAL	$	$		

FOR USE OF BUDGET OFFICER

☐ APPROPRIATION
☐ REVERSAL
☐ BUDGET ENTRY

NEW FUNCTION _____
TITLE

BUDGET CONTROL NO.

BUDGET OFFICER'S SIGNATURE _____ DATE _____

4M–5/70

NOTE: Send this form to Budget Officer and retain last copy for your records.
IF RESTRICTED FUND IS OVERDRAWN, FILL IN EXPLANATION ON REVERSE SIDE.

DEPARTMENT COPY–1

INSTRUCTIONS
PLEASE TYPE OR PRINT ALL INFORMATION

1. The purpose of this appropriation request is to set up authorized expenditure accounts for disbursements of your restricted funds.

2. Do not put through charges before the authorized expenditure account(s) are set up and you receive notification informing you of the account number(s).

3. Submit a separate appropriation request for appropriations from each restricted fund.

4. Enter the fiscal year in the space provided and complete all pertinent items on the form. Limit your request to the amount of money that you will require in that period.

5. If you want the expenditure account(s) set up under a school, department or office other than your own, please specify.

6. Fill in the amount(s) to be appropriated next to the types of expenditures listed on the form.

7. If you want last year's expenditure account number(s) reassigned, enter the number(s) in the column titled "Expenditure Account Number" and add a footnote "Last year's number". If your appropriation is being made into an existing expenditure account, please fill in this number.

8. To reverse or reduce an existing appropriation, check Reversal and indicate original Budget Control Number. Complete the form, indicating the existing account number and the amount of the reduction.

9. Keep in mind that your expenditure accounts terminate each year on June 30th. You must submit new appropriation requests for each fiscal year. Requests should be submitted by May 1st each year for account to be set up for the next fiscal year.

10. Upon completion of form, detach and retain last copy for departmental file. When Budget section has completed action, a second copy will be returned with account numbers indicated.

11. Budget Officers should be contacted for any questions concerning restricted funds.

NOTE: If your restricted fund is overdrawn or will become overdrawn as the result of this appropriation, fill in a complete explanation in the space below indicating how and when the overdraft will be covered.

EXPLANATION OF OVERDRAFT IN RESTRICTED FUND/ACCOUNT

COLUMBIA UNIVERSITY

REQUEST FOR APPROPRIATION FROM A RESTRICTED FUND ACCOUNT FOR FISCAL _____

DATE _____

☐ APPROPRIATION

SCHOOL, OFFICE, OR DEPARTMENT _____

AUTHORIZED SIGNATURE _____

☐ REVERSAL-GIVE ORIGINAL BUDGET CONTROL NO. _____

REQUESTED BY _____

_____
DEAN OF SCHOOL

APPROPRIATE $_____ FROM THE ☐ GIFT, ☐ RECEIPT, OR ☐ ENDOWMENT
(CHECK ONE)

TITLED _____

TO BE USED FOR: _____

ACCOUNT NO.	ACTIVITY	GIFT, RECEIPT, ENDOWMENT NO.
0311		
0312		

WITHIN THE FOLLOWING FUNCTION (CHECK ONE):

☐ INSTRUCTIONAL SALARIES
☐ SCHOLARSHIPS AND FELLOWSHIPS
☐ SUPPORTING SERVICES
☐ OTHER _____
FUNCTION TITLE.
☐ RESEARCH

← FOR BUDGET USE ONLY →

TYPE OF EXPENDITURE	AMOUNT	FRINGE	EXPENDITURE ACCOUNT NUMBER	"X" IF NEW ACCOUNT
OFFICER'S SALARIES	$	$		
CLERICAL SALARIES				
SALARIES OF TECHNICIANS				
TRAVEL				
RESEARCH EXPENSES			-3070-	
OTHER (DESCRIBE)				
REGISTERED STUDENTS			-7210-	
FACULTY AND NON-STUDENTS			-7410-	
OTHER (DESCRIBE)				
TOTAL	$	$		

FOR USE OF BUDGET OFFICER

☐ APPROPRIATION
☐ REVERSAL
☐ BUDGET ENTRY

NEW FUNCTION _____
TITLE

BUDGET CONTROL NO.

BUDGET OFFICER'S SIGNATURE _____ DATE _____

4M–5/70

NOTE: Send this form to Budget Officer and retain last copy for your records.
IF RESTRICTED FUND IS OVERDRAWN, FILL IN EXPLANATION ON REVERSE SIDE.

DEPARTMENT COPY–1

INSTRUCTIONS
PLEASE TYPE OR PRINT ALL INFORMATION

1. The purpose of this appropriation request is to set up authorized expenditure accounts for disbursements of your restricted funds.

2. Do not put through charges before the authorized expenditure account(s) are set up and you receive notification informing you of the account number(s).

3. Submit a separate appropriation request for appropriation(s) from each restricted fund.

4. Enter the fiscal year in the space provided and complete all pertinent items on the form. Limit your request to the amount of money that you will require in that period.

5. If you want the expenditure account(s) set up under a school, department or office other than your own, please specify.

6. Fill in the amount(s) to be appropriated next to the types of expenditures listed on the form.

7. If you want last year's expenditure account number(s) reassigned, enter the number(s) in the column titled "Expenditure Account Number" and add a footnote "Last year's number". If your appropriation is being made into an existing expenditure account, please fill in this number.

8. To reverse or reduce an existing appropriation, check Reversal and indicate original Budget Control Number. Complete the form, indicating the existing account number and the amount of the reduction.

9. Keep in mind that your expenditure accounts terminate each year on June 30th. You must submit new appropriation requests for each fiscal year. Requests should be submitted by May 1st each year for account to be set up for the next fiscal year.

10. Upon completion of form, detach and retain last copy for departmental file. When Budget section has completed action, a second copy will be returned with account numbers indicated.

11. Budget Officers should be contacted for any questions concerning restricted funds.

NOTE: If your restricted fund is overdrawn, or will become overdrawn as the result of this appropriation, fill in a complete explanation in the space below indicating how and when the overdraft will be covered.

EXPLANATION OF OVERDRAFT IN RESTRICTED FUND ACCOUNT

Libraries, 1970-71

SPECIAL COLLECTIONS
Book Funds, 1970-71
(and Binding)

Sub-account			Expenditure Account	
Number	Name	Amt. All.	Number	Name
586-8273-0293	Spec. Coll. Books	$ ~~3,914~~ 3,864	573-8270-0005	Books, periodicals, binding
586-8273-0294	Spec. Coll. Periodicals	550	"	"
586-8273-0297	Spec. Coll. Dup. Fund		573-8270-4068	Special Collections Duplicates Fund
586-8273-0429	Epstean Fund	350	573-8270-1595	Epstean Fund
586-8273-0482	Smith Fund	5,850	573-8270-1341	Smith Fund
586-8273-0483	Strassburger Fund	260	573-8270-1552	Strassburger Fund
576-8273-0484	Ulmann Fund	1,600	573-8270-1541	Ulmann Fund
586-8273-0497	Lodge Fund	10,500	573-8270-1418	Lodge Fund
586-8273-0532	General Purchase of Books	- -	573-8270-5787	Gen. Pur. Books
586-8273-0533	Friends of Libraries Books	100	573-8270-5763	Friends C.U. Libs.
586-8270-0536	Engel (Solton)Fund	2,000	573-8270-1881	Engel (Solton) Fund
586-8273-1293	Spec. Coll. Binding	~~5,000~~ 4,500	573-8270-0005	Books, periodicals, binding
586-8273-4293	Spec. Coll. Books, Bancroft	8,500	573-8270-1387	Bancroft
		$38,074		

Income of Corporation

293	$ 3,864
294	550
1293	4,500
	8,914

1969-70

		1968-69
1293 Binding	$4,500	$4,500
293 Boyle	5,154	2,129 (=+3025)
294 Friedrich	500	
4-293:	5,000	5,000
Epstein:	400	450 400 pb.
Smith	5,750	5,000 5750 pb.
Strassburger:	200	175 200 l.t.
Ullman:	1,250	960 1,250 pb.
Lodge:	10,500	9,900 10,500 pb.
Friends:	100	
Halsband:	100	
Kevorkian:	1,500	
Enrol:	1,345	
	34,954	

5-400
5 249.51

#1293. $4500
293 5154
294 500
10154

2/7/69

Libraries, 1968-69 Special Collections

Sub-Account Number	Sub-Account Name	Amt. All.	Expenditure Account Number	Expenditure Account Name
586-8273-0293	Spec. Coll. Books	2,129	573-8270-0009	Books, periodicals, binding
586-8273-0294	Spec. Coll. Periodicals	500	"	"
586-8273-0297	Spec. Coll. Duplicates Fund (transfer requested in Aug. 29, 1968 memo)	6000	573-8270-4068	Special collections Duplicate Fund.
586-8273-0429	Epstein Fund 400	450	573-8270-1595	Epstein
586-8273-0482	Smith Fund 5,750	5,000	573-8270-1341	Smith
586-8273-0483	Strassburger Fund 200	175	573-8270-1552	Strassburger
576-8273-0484	Ulmann Fund 1,250	960	573-8270-1541	Ulmann
586-8273-0497	Lodge Fund 10,500	9,900	573-8270-1418	Lodge
586-8273-0532	General Purchase of Books 100	100	573-8270-5787	Gen. Pur. Books
586-8273-0533	Friends of Libraries Books 100	100	573-8270-5763	Friends C.U. Libs.
586-8273-1293	Spec. Coll. Binding	4,500	573-8270-0009	Books, periodicals, binding
586-8273-4293	Spec. Coll. Books, Bancroft 5000	5,000	573-8270-1387	Bancroft
586-8270-0536	Engel (from 570-8270-1881)	1,300		
		30,114	(28,814 without Engel)	
		6,000		
		36,114		

one fund,
293 2,129
294 500
1293 4,500
7,129

FILING ENTRY:

INITIALED FILE COPY

March 27, 1970

Mrs. Helen Selesky

Monthly Statements for four accounts.

I would appreciate your having made for me photocopies of the following accounts for each month, starting with August 31, 1969:

BOOKS AND SERIALS GIFT
Income account: 0311-501-5278
Expenditure account: 501-8270-5278

ENGEL (SOLTON) FUND
Income account: 0312-500-1881
Expenditure account: 573-8270-1881

FRIENDS OF LIBRARIES GIFTS
Income account: 0311-501-5763
Expenditure account: 501-8280-5763 (general expenses)
Expenditure account: 573-8270-5763 (books)

SPECIAL COLLECTIONS DUPLICATES
Income account: 0311-501-4068
Expenditure account: 573-8270-4068

Charles W. Mixer
Assistant Director of Libraries
for Special Collections

CWM:mm

cc M. Kent

Follow up 4/27

S4(1169)2M

September 5, 1968

Mr. Kemp

Account no. 573-8270-5763 and sub-account no.
586-8273-0533, Friends of Libraries, Books.

The above-indicated account and sub-account are the only ones which should be used for book purchases from Friends of the Columbia Libraries funds.

To avoid confusion, the following acoounts which also were in existence in 1967-68 should be allowed to lapse and not be re-established in 1968-69:

Acct. no. 501-8270-5763 - sub-acct. no. 586-8201-0533

CWM

Charles W. Mixer
Secretary-Treasurer
Friends of the Columbia Libraries

cc: Mrs. Selesky
Mr. Lohf